

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**



AIR FORCE INSTRUCTION 36-802

**LUKE AIR FORCE BASE
Supplement**

23 MAY 2013

Personnel

PAY SETTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction (AFI) 36-802, *Pay Setting*, is supplemented as follows. The purpose of this supplement is to provide guidance for overtime justification requirements, designate approval authority, and certification of overtime funds. This guidance applies to all personnel who supervise civilian workers who are required to prepare an AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*. This publication does not apply to Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

Revision to this supplement is formatting only to conform to AFI 33-360, *Publications and Forms Management* program requirements, and adding Attachment 1, Glossary of References and Supporting Information.

3.1.1.3. **(Added)** Approval of AF Form 428 Request: Group commanders are authorized to approve requests for overtime or compensatory time. This authority may be delegated, in writing, to squadron commanders. 56 FW/DS will be the approving official for Wing Staff Agencies.

3.1.1.4. **(Added)** Justification Requirements on AF Form 428 Request: Approving officials and supervisors will ensure justifications on AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*, are sufficient in detail to allow an approving official to evaluate and determine the necessity of the overtime work to be performed. Justifications must include work to be performed, why overtime work is required, and/or what caused the temporary surge in work performed.

3.1.1.5. **(Added)** Certification of Funds: The 56 FW Civilian Corporate Board (CCB) will establish the annual wing overtime budget, excluding 56 MDG, normally not to exceed .5% (one-half percent) of the total non-Foreign Military Sales pay budget. 56 CPTS/FMA will assign overtime ceilings to each group based on past overtime requirements and related justifications. These ceilings will be reexamined and adjusted at the periodic CCB meetings, or as needed.

3.1.1.5.1. **(Added)** Between October and July of each fiscal year, the group commander, or their designee, may certify funds available for overtime work performed within their group – not to exceed the overtime funding allocated to their unit. Delegation of this authority must be in writing and a copy of the delegation should be provided to 56 CPTS/FMA.

3.1.1.5.2. **(Added)** During August and September (end of fiscal year), overtime fund certification will be accomplished by 56 CPTS/FMA during the end of year process. Except for 56 MDG, group Resource Advisors (RAs) will submit estimates for August and September to 56 CPTS/FMA as of 1 Aug to ensure sufficient funding is set aside to meet group demands. Bi-weekly updates to the estimates will be required the last two months of the fiscal year. During the last month of the fiscal year (September), group RAs should forward copies of the AF Form 428 to 56 CPTS/FMA to support any accounting transaction required to be established for an outstanding obligation in the wing's accounting records before 30 Sep.

3.1.2.1. **(Added)** Supervisors must provide a copy of the approved AF Form 428 to time and attendance approving officials and timekeepers for audit purposes.

3.1.2.2. **(Added)** Use of Earned Compensatory Time: Supervisors should ensure employees use compensatory time within one year to prevent it from converting to overtime pay.

MICHAEL D. ROTHSTEIN
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 36-802, *Pay Setting*, 1 September 1998

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Form(s)

AF Form 847, *Recommendation for Change of Publication*

AF Form 428, *Request for Overtime, Holiday Premium Pay, and Compensatory Time*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

CCB—Civilian Corporate Board

CPTS—Comptroller Squadron

DS—Director of Staff

FMA—Budget

FW—Fighter Wing

MDG—Medical Group

OPR—Office of Primary Responsibility

RAs—Resource Advisors